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## INFORMATION SHEET

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The attached revision of [REDACTED] rearranges and reparagraphs material to delineate more clearly the overall Language Development Program and the subsidiary Awards Program, and to highlight the former. The concepts of the Awards Program are modified to shift emphasis from a generalized interest in language study to a greater concern for the utility of the languages studied, and to require applications for awards to be endorsed by Heads of Career Services or Operating Officials as determined by the Deputy Director concerned. The revision also establishes a reduction in certain awards, effective 1 July 1960, and amends the list of awardable languages.

Other significant changes affect the requirements for language aptitude and proficiency tests, the number of Maintenance Awards one individual may receive, and the reestablishment of anniversary dates when proficiency tests are not taken within the prescribed time.

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Revised 5 May 1960

25X1A

25X1A

**LANGUAGE DEVELOPMENT PROGRAM**

25X1A

Rescission: [REDACTED] dated 8 December 1958

**CONTENTS**

	Page
<b>POLICIES</b> . . . . .	1
<b>GENERAL</b> . . . . .	1
<b>LANGUAGE REQUIREMENTS</b> . . . . .	1
<b>TESTING AND RECORDS</b> . . . . .	1
<b>LANGUAGE TRAINING</b> . . . . .	1
<b>AWARDS</b> . . . . .	2
<b>RESPONSIBILITIES</b> . . . . .	2
<b>ADMINISTRATION OF LANGUAGE AWARDS</b> . . . . .	3
<b>TWO TYPES OF LANGUAGE AWARDS</b> . . . . .	3
<b>EXCLUSIONS</b> . . . . .	4
<b>SCHEDULE OF AWARDS</b> . . . . .	5
<b>AWARDABLE LANGUAGES</b> . . . . .	5

**1. POLICIES****a. GENERAL**

The Language Development Program has been established to develop necessary skills in those foreign languages that are required for the discharge of the responsibilities of the Agency. The program calls for the determination of requirements for foreign language competence, the administration of proficiency tests and maintenance of personnel records pertinent to language development, and for training Agency personnel to meet established requirements. It also provides monetary awards as incentives for the achievement and maintenance of useful foreign language skills. (See [REDACTED] for detailed explanation of the nature, objectives, and procedures of the program.)

25X1A

**b. LANGUAGE REQUIREMENTS**

The language requirements of the Agency, as established by the Deputy Directors, will constitute the goals toward which the efforts of those responsible for language development will be directed.

**c. TESTING AND RECORDS**

- (1) Staff personnel who have claimed any degree of knowledge of a foreign language are required to have their proficiency evaluated through Agency tests. The results of these tests will form a current inventory of language skills to assist in determining position assignments and for other career planning and personnel management purposes.
- (2) New staff employees of the Agency who claim knowledge of a foreign language will be given language tests when they enter on duty.
- (3) Applications from staff personnel for foreign language training must be supported by language aptitude or proficiency tests, as appropriate. Personnel enrolled in language training will also be given Agency proficiency tests at the conclusion of such training.

**d. LANGUAGE TRAINING**

- (1) Language proficiency may be acquired and maintained by staff personnel at headquarters and at [REDACTED] field stations through directed or voluntary study at internal or external facilities.

25X1A

CONFIDENTIAL

1-1

25X1A

REGULATION

TRAINING  
Revised 5 May 1960

25X1A

(a) Directed Language Training:

Language training deemed essential by the Head of a Career Service or Operating Official and directed as an official duty assignment.

(b) Voluntary Language Training:

Language training undertaken by the individual on off-duty time, including training that may be undertaken at the request of a sponsoring component, without overtime compensation, in preparation for a planned assignment. Such training may be sponsored by the Agency, if recommended by the Head of a Career Service or an Operating Official as being potentially useful to the Agency.

(2) Language training will be provided to staff personnel upon recommendation by appropriate Operating Officials and upon acceptance for enrollment by the Director of Training for any of the following purposes:

- (a) To meet established requirements of current or projected assignments.  
(b) To increase the level of a previously acquired proficiency, where this is deemed useful to the Agency.

(c) To acquire proficiency in unusual or difficult languages which may be of long-term interest to the Agency.

e. AWARDS

Language awards are monetary benefits granted to staff personnel in recognition of their achievement or maintenance of proficiency in designated languages (see table 2) which they may be expected to use in current or possible future assignments. Personnel who have demonstrated requisite levels of language skill through Agency proficiency tests will be eligible for awards upon recommendation of Heads of Career Services or Operating Officials, as determined by the Deputy Director concerned.

2. RESPONSIBILITIES

a. DEPUTY DIRECTORS

The Deputy Directors shall:

- (1) Determine their current and projected requirements for language competence for the full discharge of their responsibilities.  
(2) Assure the continuing attainment and retention of foreign language proficiency by staff personnel under their jurisdiction.

b. HEADS OF CAREER SERVICES AND OPERATING OFFICIALS

Heads of Career Services and Operating Officials shall direct or encourage employees to engage in language study which will assist in the discharge of their duties and further the mission of the Agency. In addition, Heads of Career Services or Operating Officials, as determined by each Deputy Director concerned, shall recommend action on applications for Language Awards submitted by personnel under their jurisdiction. Recommendations will be based on determinations that the language skills are of current or potential usefulness and that the provisions of paragraph 3b do not preclude awards.

c. DIRECTOR OF PERSONNEL

The Director of Personnel, with the assistance of the Director of Training, shall maintain a current inventory of the language competences of staff personnel. The inventory will reflect the results of the Agency's standard language proficiency tests conducted by the Office of Training or, pending testing, the self-evaluations on Form No. 444c, Language Data Record.

d. DIRECTOR OF TRAINING

The Director of Training shall:

- (1) Exercise general direction of the Language Development Program. He will request assistance from the Committee for Language Development.

CONFIDENTIAL

CONFIDENTIAL

25X1A  
25X1A

**REGULATION**

**TRAINING**  
**Revised 5 May 1960**

- The Committee, consisting of one representative each from the Offices of the Deputy Directors (Intelligence), (Plans), and (Support), and the Offices of Personnel and Training, shall recommend and review periodically policies, procedures, and other matters affecting the Language Development Program, including language awards. The representative of the Office of Training will be the Chairman of the Committee and the Director of Training will supply the secretariat.
- (2) Provide all reasonable opportunity, within current capabilities, for directed and voluntary language study in approved courses and programs.
  - (3) Establish and administer standards, including language aptitude tests, for approval of directed and voluntary language training sponsored by the Agency.
  - (4) Develop, schedule, and conduct language aptitude and language proficiency tests and notify staff personnel through normal supervisory channels of the results of these tests.
  - (5) In consultation with the Deputy Directors, designate languages which are awardable (see table 2) and administer the granting of Achievement and Maintenance Awards.
  - (6) Publish, or prepare for publication, material that may be required to implement the Language Development Program.

**3. ADMINISTRATION OF LANGUAGE AWARDS**

Awards are granted for specialized and comprehensive proficiency. Comprehensive proficiency denotes skill in reading, writing, and speaking. Specialized proficiency denotes skill in any one of the three categories; however, awards are granted for specialized proficiency in reading and speaking only.

**a. TWO TYPES OF LANGUAGE AWARDS**

- (1) Achievement Awards are granted for achieving, for the first time, a designated level and type of proficiency in awardable languages.
  - (a) Achievement Awards are granted for specialized and comprehensive proficiency at elementary, intermediate, and high levels.
  - (b) An Achievement Award may be earned only once for each awardable type and level of proficiency in any one language.
  - (c) Amounts paid for Achievement Awards are explained in table 1.
  - (d) The total amount for a series of Achievement Awards in a language will not exceed the sum of the amounts specified for each level of comprehensive proficiency in that language.
  - (e) The awardable level for comprehensive proficiency in a language is the lowest level achieved in any one of the three tests taken in reading, writing, and speaking.
  - (f) An award will be granted for only one specialized proficiency, reading or speaking, in a language at any one level.
- (2) Maintenance Awards are granted annually for retaining an awardable level of proficiency in designated languages.
  - (a) Maintenance Awards will be paid for specialized and comprehensive proficiency at the intermediate and high levels.
  - (b) Amounts paid for Maintenance Awards are shown in table 1.
  - (c) The awardable level for comprehensive proficiency in a language is the lowest level achieved in reading, writing, or speaking.
  - (d) An award will be granted for only one specialized proficiency, reading or speaking, in a language at any one time.
  - (e) A Maintenance Award may be earned no more than five times at any one level of proficiency in a designated language and no more than ten times for any combination of levels of proficiency in that language.

CONFIDENTIAL

1-1

25X1A

REGULATION

TRAINING  
Revised 5 May 1960

25X1A

(f) Tests for Maintenance Awards should be taken between the tenth and fourteenth months following the maintenance date established by a previous test or by completion of a Form No. 444c. Tests taken before ten months of the maintenance period have elapsed are not valid for awards purposes. Tests taken after more than 14 months have elapsed will result in the establishment of new anniversary dates for awards purposes. However, if proficiency testing is delayed by an overseas tour, extended temporary duty, or other similar circumstances, anniversary dates will not be changed and retroactive payments will be made.

b. EXCLUSIONS

- (1) Achievement Awards will not be granted:
  - (a) For language proficiency possessed by the individual on 4 February 1957.
  - (b) For language proficiency possessed by the individual when entering on duty after 4 February 1957.
  - (c) To interpreters, translators, radio monitors, or language instructors for proficiency in languages essential to their current assignments.
  - (d) For a specialized proficiency in writing.
- (2) Maintenance Awards will not be granted:
  - (a) For proficiency acquired by the individual prior to Agency employment through family association or residence abroad which can be maintained without appreciable outside effort.
  - (b) For proficiency maintained by the individual through assignment as an interpreter, translator, radio monitor, or language instructor.
  - (c) For a specialized proficiency in writing.
- (3) Except for interpreters, translators, radio monitors, and language instructors, persons excluded from awards by provisions of paragraph 3b(1) and (2) above may qualify for Achievement and Maintenance Awards by increasing proficiency to a higher awardable level or by attaining eligibility in other awardable languages. Interpreters, translators, radio monitors, and language instructors may qualify for Achievement and Maintenance Awards in languages other than those essential to their current assignments.
- (4) All staff personnel may be considered for awards except those who, when eligible to do so, have not applied for membership in the CIA Career Staff or those whose membership in the CIA Career Staff has been deferred or denied by the CIA Selection Board.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
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25X1A

REGULATION

TRAINING

Revised 5 May 1960

25X1A

## SCHEDULE OF AWARDS

**EFFECTIVE DATE:** The Schedule of Awards shown below will be come effective 1 July 1960. However, applications for Achievement Awards submitted to the Office of Training before that date which are awaiting testing or other action will be processed according to the Schedule of Awards published 8 December 1958.

Amounts for Achievement Awards, as listed, are payable for *voluntary training*. Achievement Awards for *directed training* are one-half the amount stated, except that no award will be less than \$25.00. Total awards for achievement at any one level of proficiency will not exceed the amount designated for comprehensive proficiency at that level.

Maintenance Awards are paid as listed.

PROFICIENCY (Type)	SPECIALIZED			COMPREHENSIVE		
PROFICIENCY (Level)	ELEM	INTER	HIGH	ELEM	INTER	HIGH
<b>GROUP I LANGUAGES</b>						
Achievement	\$25	\$50	\$100	\$50	\$100	\$200
Maintenance	0	25	50	0	50	100
<b>GROUP II LANGUAGES</b>						
Achievement	50	100	200	100	200	400
Maintenance	0	50	100	0	100	200
<b>GROUP III LANGUAGES</b>						
Achievement	100	200	400	150	300	600
Maintenance	0	100	200	0	150	300

Table 1

## AWARDABLE LANGUAGES

GROUP I		GROUP II		GROUP III
Afrikaans	Albanian	Hausa	Russian	Chinese
Danish	Amharic	Hindi	Serbo-Croatian	Japanese
Dutch	Arabic	Hungarian	Sinhalese	Korean
French	Armenian	Icelandic	Swahili	
German	Bengali	Indonesian	Tagalog	
Italian	Bulgarian	Laotian	Thai	
Norwegian	Burmese	Lithuanian	Tibetan	
Portuguese	Cambodian	Malay	Turkish	
Romanian	Czech	Nepali	Ukrainian	
Spanish	Finnish	Pashto	Urdu	
Swedish	Georgian	Persian	Vietnamese	
	Greek	Polish		

Awards are also granted in other languages learned through *directed study*.

Table 2